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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 14 December 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 50

STAT

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 3 NO CHANGE  
 IN CLASS/ RECLASS. CLASS CHANGED TO: TS S (C) RET. JUST 22  
 NEXT REV DATE 09 13 Dec 79 TYPE DOC. 02  
 NO. PGS 8 REV CLASS C REV COORD. \_\_\_\_\_ ACT: NA 70-3  
 I. SIGNIFICANT ITEMS - None  
 II. OTHER ITEMS

A. LANGUAGE TRAINING PROGRAM. BFO/TR is arranging to procure \_\_\_\_\_  
 \_\_\_\_\_ currency and coins for use in  
 language training programs.

B. \_\_\_\_\_ VEHICLE. Arrangements have been made to have the proceeds  
 from the sale of the 1951 Chevrolet Station Wagon held in escrow by the Finance  
 Division until 30 June 1957. These funds will be applied toward the purchase  
 of a replacement for the Pontiac Station Wagon now in use on the \_\_\_\_\_ run.

C. PAYMENT OF TRAVEL CLAIMS AT HEADQUARTERS. The OTR Revolving Fund was  
 increased to \$2,000 on 2 December 1955 in anticipation of payment of these claims.

D. \_\_\_\_\_ The Personnel Officer has requested the Acting Comptroller  
 to furnish a list of candidates for consideration as replacement for \_\_\_\_\_  
 \_\_\_\_\_ Finance Assistant at \_\_\_\_\_ who is transferring to the Special  
 Services Branch at \_\_\_\_\_

E. \_\_\_\_\_ VEHICLE TVA. (TABLE OF VEHICLE ALLOWANCES). Notification was  
 received from the Chief, Transportation Division, Office of Logistics, that,  
 contrary to prior instructions, the vehicle survey report for \_\_\_\_\_ will  
 not suffice as the Table of Vehicle Allowances. In view of this, a TVA is being  
 prepared. It will be ready for submission to the DD/S by 15 January 1956.

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H. OFFICE OF PERSONNEL MEMORANDA. After two years of effort, the Personnel Section has persuaded the Office of Personnel to provide the Personnel Section with regular distribution of Office of Personnel memoranda. These memoranda, which amplify regulations and provide technical guidance, have previously been restricted to employees physically in the Office of Personnel.

25X1 I. DISPOSITION OF [ ] PERSONNEL FOLDERS. The Area Records Officer/TR has raised some very legitimate objections to the proposal "...to send personnel records of separated employees at [ ] Further study is being given to the matter by the Administrative Branch, OTR, Office of Personnel and the Management Staff."

25X1 J. PROGRESS ON RECRUITMENT FOR [ ] PERSONNEL. It is anticipated that final selection of two additional employees will be made by 16 December 1955. Both individuals have successfully completed the ATR schooling, and flight testing will be completed 15 December 1955.

25X1 K. [ ] MEETING TO EXPLORE PERSONNEL CONTRACT POSSIBILITIES  
25X1 AT [ ] XO/Office of Personnel; [ ] Office of  
25X1 Logistics; [ ] and PO/TR met with [ ] on  
13 December 1955. Purpose of the meeting was to explore possibility of transfer of certain maintenance and housekeeping services at [ ]  
25X1 [ ] Further discussions have been tentatively arranged for next week.

25X1 L. [ ] Weekly report of the utilization of [ ] for  
25X1 the period 7 through 13 December is attached.



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